

# **SBT e-file**

**Michigan Department of Treasury**

**Michigan Single Business Tax**

**e-file Test Package for**

**Software Developers**

***[www.michigan.gov/sbtefile](http://www.michigan.gov/sbtefile)***

***2003***

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## SECTION 1 Introduction

### 1.1 General Information

Thank you for your interest in the Michigan Department of Treasury's (Treasury) Single Business Tax Electronic Filing (SBT e-file) Program. This publication provides you with information on how you can participate in the software developer testing process for the SBT e-file Program.

*In an effort to optimize operational efficiency and improve customer service, the Michigan Department of Treasury is planning several tax processing changes for tax year 2003. A major part of this effort is to mandate electronic filing for individual income tax and single business tax returns beginning in January 2004.*

*Software developers supporting Single Business Tax e-file for tax year 2003 will need to support all SBT forms that are eligible for e-file. Including the specified fields in the software for the federal return information is optional. All eligible SBT returns prepared using software that supports SBT e-file, must be filed through Treasury's Internet portal.*

The forms included in this publication are for illustration purposes only and should not be used as draft forms in designing software to print the Michigan forms.

The forms to be used for forms design or photocopying will continue to be distributed to software companies through Treasury's Forms and Print Management Section, and will be posted in a secure area on Treasury's Web site when they are available.

Please note that most tax forms cannot be finalized until the Legislature has recessed the fall session. This generally occurs in mid-December. Until the Legislature adjourns, there may be law changes that would affect the SBT forms and require changes to the file specifications and test package.

### 1.2 Treasury Contact

#### **For Software Developers and Transmitters Only**

For help with the SBT e-file program, software developers and transmitters may contact the Alternative Filing staff between the hours of 8:00 a.m. and 5:00 p.m., EST, Monday through Friday, except state holidays. When leaving a phone message, give as much detail as possible so that *Alternative filing* staff can research your question and have the answer ready when they call you back. Speak clearly and spell any difficult names.

This contact information is **for software developers and transmitters only** and enables Treasury to provide better service to the SBT e-file program participants.

Contact: *Scott Bunnell or Nancy Agostini*

Phone: (517) 636-4450  
 (517) 636-4999 (TTY Only)  
 Fax: (517) 636-4444  
 Email: MIefile2D@michigan.gov  
 Include the words "SBT e-file" in the subject line.  
 Mailing Address: Alternative Filing Programs  
 Michigan Department of Treasury  
 P. O. Box 30058  
 Lansing, Michigan 48909

*You may also visit our Web site at [www.Michigan.gov/sbtefile](http://www.Michigan.gov/sbtefile) for more information.*

### **1.3 Key Dates**

Deadline for Submitting SBT e-file New Application (Profile)	None
Begin Software Testing <i>for 2003</i>	<i>Mid – Late October 2003</i>
Begin Transmitter Testing <i>for 2003</i>	<i>Mid – Late October 2003</i>
SBT e-file unavailable due to system maintenance ( <i>Test returns may still be submitted.</i> )	January 12-25, 2004
Begin Transmitting <i>Live Returns</i>	<i>Late January 2004</i>

### **1.4 SBT e-file Publications and Forms**

3919	SBT e-file Specifications and Software Developer Guide
3920	SBT e-file Test Package for Software Developers
3921	SBT e-file Transmitters' Handbook
<i>SBT-V</i>	<i>SBT E-File Annual Return Payment Voucher</i>

### **1.5 State of Michigan Holiday Schedule**

3149	<i>Due Dates for Accounts Administered by Return Processing Division</i>
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### **1.6 Program Compliance**

Treasury will ensure transmissions are in compliance with the requirements outlined in the SBT e-file Specifications and Software Developer Guide, and the SBT e-file Transmitters' Handbook.

If after acceptance a software developer or transmitter has production problems, Treasury reserves the right to suspend that software developer/transmitter until the problems are resolved to Treasury's satisfaction.

## SECTION 2     Software Developer Testing

### 2.1     General Information and Software Requirements

All software developers must successfully complete the system testing process with Treasury. System testing is a testing of predetermined tax return scenarios that validate the ability to transmit data and to receive data from Treasury. Applicants must use Treasury-assigned user *IDs* and passwords for testing. Testing ensures that:

- SBT e-file specifications are met.
- Required fields post properly to Treasury's system.
- The transmitter is able to send information to and retrieve information from Treasury.
- The transmitter understands the mechanics of e-filing.

The software testing process is as follows:

- Enroll with Treasury by submitting an SBT e-file New Application (Profile) request.
- Follow the Treasury specifications and guidelines for software developers.
- Submit test returns to Treasury.
- Treasury will review the test return transmissions and the compare results will be e-mailed back to the software developer within 2-4 business days. Test acknowledgments will only be posted after all *eight* test scenarios pass the testing process.
- Upon successful completion of the testing process:
  - Test acknowledgments may be retrieved. To prevent duplicate postings to Treasury's system, the last digits of the test account numbers will be incremented. The first four digits of the test account numbers will not change. For example:  
 Test 1 account number = 38-1000000  
 Test 1 acknowledgment account number could be 38-1000015
  - Treasury will issue written approval to release the software program to e-file live SBT returns.

Please note that most tax forms cannot be finalized until the Legislature has recessed the fall session. This generally occurs in mid-December. Until the legislature adjourns, there may be law changes that would affect the SBT forms and require changes to the file specifications and test package.

### 2.2     Michigan SBT e-file Test Scenarios

The 2003 SBT e-file test package consists of *eight (8)* return scenarios. Knowledge of tax law and tax preparation is necessary in preparing the test scenarios. Software developers must correctly prepare and compute these returns before e-filing SBT test returns.

Tests 1, 3, 5, 7 and 8 have a box checked stating that Treasury may discuss the return with the preparer. Tests 2, 4 and 6 have a box checked stating that Treasury may not discuss the return with the preparer.

Tests 1 – 3 have the taxpayer's name and title in signature block. This information can be omitted from tests 4-8.

Test 3 has the preparer's information in the signature block. For the remaining tests it is acceptable to use your software default for this area.

## **2.3 Transmitting and Correcting SBT e-file Tests**

SBT e-file software developer testing will begin in *Mid – Late October* 2003.

Software developers may transmit as many times as necessary until all tests are accepted and no error messages are sent back by Treasury. Please allow 2-4 business days for processing test transmissions. Treasury will e-mail the test results to the software developer.

The **final** transmission must include **all** test scenarios with no errors. After the final transmission has been reviewed and approved by Treasury, the software developer will receive written approval to retrieve acknowledgments and release the software to e-file live SBT returns.

Note:

If the Web Server is down, you will not be able to access the SBT e-file program.

## **2.4 Acknowledgment System**

Please refer to Section 5 of the Michigan Single Business Tax Transmitters' e-file Handbook for more information on the acknowledgment system.

## SECTION 3    SBT e-file Test Return Scenarios

*SBT e-file test returns are published separately on our Web site at [www.Michigan.gov/sbtefile](http://www.Michigan.gov/sbtefile).*

